

REPORTER DISPOSITION NOTIFICATION LETTER

PURPOSE:

This form letter is completed by the CSW. It is sent to:

All mandated reporters, whose call to CANHU, resulted in a CA/N report.

All other reporters, who were not anonymous, whose call resulted in a CAN report, and who has requested in writing to the local office disposition information.

This form is required and no substitute may be used.

NUMBER OF COPIES AND DISTRIBUTION:

Two or more copies of this form letter are completed by the CSW. The Reporter will receive the original and the CSW files the second copy of the letter in the case record.

The CS-21b is mailed only after supervisory review and approval of the investigation or family assessment. This is indicated by the supervisor signing the Child Abuse and Neglect Report Form (Initial CA/N-1) and the Child Abuse Neglect Investigation/Family Assessment Summary (CPS-1).

INSTRUCTIONS FOR COMPLETION:

Click on file labeled CS21b.dot

Click on "enable macros"

Click on the appropriate disposition in the "findings" box

Dispositions and related text will populate the form

Disposition options and related text include:

- Preponderance of Evidence

The result of this investigation was a finding by a preponderance of evidence that abuse/neglect occurred. *Preponderance of evidence* is that degree of evidence that is of greater weight or more convincing than the evidence which is offered in opposition to it or evidence which as a whole shows the fact to be proved to be more probable than not.

- Unsubstantiated

This investigation was unsubstantiated. There is a finding of insufficient or no evidence for the allegations of abuse and/or neglect. If a report is unsubstantiated, a referral will be made to the *Office of the Child Advocate* for review, if you request it in writing to our office.

- Family Assessment

A family assessment was conducted. The purpose of a Family Assessment is to determine with the family the safety of the children, resources of the family and the family's possible need for services.

- Located Out-of-State

Family is located out-of-state - The investigation/family assessment will cease because the above named family was found to be residing in another state.

- Inappropriate Report

The investigation/family assessment was determined to be an Inappropriate Report. Upon further investigation, additional information became available to indicate that the reported information no longer meets the criteria for a child abuse or neglect report.

- Unable to Locate

Unable to Locate the Family - The above named family has not been located, therefore the Division is unable to reach a conclusion. Should you have new information on the whereabouts, please call this office.

- Home Schooling

Child(ren) were found to be Home Schooled - Upon further investigation information became available that the above named child(ren) were being educated in their home. Pursuant to Section 167.031 RSMo., the Division will cease this investigation/family assessment because this report no longer meets the criteria for Educational Neglect. The superintendent or designee of the school district of child's residence will be contacted and informed of this determination.

Circuit Manager - Enter the name of the Circuit Manager.

Date - Enter the date the form is completed.

County Office - Enter the name of the county office.

Address - Enter the address of the county office.

Telephone - Enter the telephone number of the county office.

Incident Number - Enter the CANHU generated incident number of the CA/N report.

Blank Space - Enter the name and address of parent, non-custodial parent, or suspected perpetrator to whom the letter is being sent.

Dear - Enter the name of the Reporter.

RE - Enter the names of the family members, including parents/guardians and child(ren).

On - Enter the date the CA/N report was received.

Signature - The CSW who conducted the investigation signs the form.

INSTRUCTION FOR RETENTION:

This form should be kept until the entire case is destroyed.

MEMORANDA HISTORY: [CD04-79](#); [CD06-11](#)